

# School District of Milton Pandemic Plan

("Living Document" - Subject to update with new information or directives from Rock County Health Department)

**MILTON**



OPPORTUNITY • ACHIEVEMENT  
COMMUNITY

Last Update: March 9, 2020

Erin Kotthaus, District Nurse  
Rich Dahman, Superintendent  
Kari Klebba, Communications / Safety Coordinator

TO: School District of Milton, Board of Education  
FROM: Kari Klebba, Communications and Safety Coordinator  
DATE: March 6, 2020  
RE: School District of Milton Pandemic Plan

In 2008, a Pandemic Planning Committee submitted a Pandemic Action Plan to the Board of Education. This plan was, in part, later incorporated into the district's overall Crisis Management Plan. The committee consisted of county health officials and representatives of the district and community.

Based on the opinions of top officials at the U.S. Center for Disease Control, it is likely that at some point in the future, there will be another pandemic. A pandemic plan is recommended for all public entities and private businesses across the country by the U.S. Department of Health and Human Services, and the U.S. Department of Education.

In the years that have passed since the initial Pandemic Action Plan was incorporated, there have been significant changes and advancements in medicine, technology, and avenues of communication. District Nurse Erin Kotthaus and Communications/Safety Coordinator Kari Klebba, under the guidance issued from the Wisconsin Department of Health Services and Rock County Department of Public Health, have been working to update the original 2008 plan and have taken those advancements into account.

This plan should be considered a "living document." This plan can evolve and be updated as necessary based upon the most up to date information and recommendations from the US Center for Disease Control, Wisconsin Department of Public Health, or the Rock County Department of Public Health.

The purpose of the pandemic plan is to help educate staff, students and our community on best practices prior to and during health-related emergencies (i.e. influenza outbreak). It is also designed to guide our district staff and families on our district's planned responses to prevent, deter, and potentially respond should a pandemic occur.

School and community based interventions will delay outbreak peaks, decompress peak burden on hospitals/infrastructure, and will diminish overall cases and health impacts.

There are five levels of response outlined in the plan. The level of response by the district will be dictated by the Pandemic Severity Index (also attached) and recommendations made by the county, state and federal governments. The safety committee will meet annually to review the plan's effectiveness, should a pandemic occur, and to update it as more information is received.

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# PANDEMIC ACTION PLAN

## SCHOOL DISTRICT OF MILTON

No one knows when or how severe a pandemic outbreak might be. Because of this, planning for a pandemic is a lot like planning for a natural disaster. It is essential that schools and departments take steps now to help protect students and staff from a possible outbreak of any kind (i.e. Pandemic Flu, Novel Virus, Measles).

This action plan has been developed to assist administrators and school personnel to help prevent and prepare for a health-related emergency in our schools. The Pandemic Planning Committee worked collaboratively in the development of the initial draft.

The action plan defines five levels of response. It includes guidelines and provides steps each school and department should take given specific triggers and events.

Annually, a sub-committee (comprised from members of the School Safety team and local health officials) will meet to review and revise the plan, as needed.

This plan as submitted uses information from current data and direction from the Rock County Health Department and other organizations engaged in planning for a pandemic event. As such, it is designed to be a living document to be updated annually, as needed.

Please send feedback and suggestions to:  
Kari Klebba, Communications/Safety Coordinator  
School District of Milton  
430 E. High Street,  
Milton, WI 53563



## Level of Response to Health-Related Incidents

# Level One-Planning & Preparation (Mitigation and Prevention)

**Trigger:** Health officials are concerned that an emerging virus could cause a global pandemic

**Goals:**

1. Schools are prepared as well as they can be for a pandemic.
2. The current pandemic plan fits within the school's crisis management plan.
3. Staff students and parents are well informed and understand their roles in preventing community spread of the virus.

## GETTING STARTED

**1. Identify the authority for declaring a public emergency at the state and local levels and for officially activating the district's pandemic influenza contingency management plan.**

\*Rock County Department of Public Health

Note: If RCDPH directs the closing of schools during a pandemic, the days that the school is closed would count toward the 180 days requirement. There may be other considerations however, that still must be met, i.e. graduation requirements for IHE (Institutes of Higher Education), NCLB and WKCE testing requirements, etc.

\*Board of Education & District Administration

Note: The Board of Education may decide to close schools without the direction of the Rock County Health Department during a pandemic. Doing so, however, has ramifications. The District would need to apply to the Wisconsin Department of Public Instruction for a waiver of instructional time lost. The Department is not obligated to approve such a request, and days would need to be made up.

**2. Ensure appropriate school system personnel attend planning meetings with the Rock County Health Department and contribute to the Health Department's**

## **plan to meet the needs of the community.**

### \* District Nurse Erin Kotthaus

- Identify requirements for reporting incidents and capturing data for surveillance purposes.
  - Surveillance refers to identifying and reporting to the Rock County Health Department of concerning virus' symptoms.
  - Report increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern
- Utilize portal for tracking staff/student impacted by influenza to be activated at Rock County Health Department direction.

### School Level Responsibilities

- Building attendance admin assistants observe level of absenteeism and record absences in Skyward as "IL", for "ill." A Skyward absentee report should be run daily to list all those students who were out on any given day due to illness.
- Attendance admins will report to the district nurse and building principal with any perceived increase in student illnesses.
- The school nurse will then call Rock County supervising nurse to report the numbers of students out.
- Principals and District Nurse will coordinate with the Director of Buildings and Grounds and building custodians to request additional cleaning and sanitizing in the school. Special attention should be paid to shared surfaces such as desks, doorknobs, phones, and keyboards.

## **3. Appoint a pandemic manager to co-ordinate development of the district's pandemic plan.**

Communications and Safety Coordinator, Kari Klebba

## **4. Review district emergency response and infectious disease policies and procedures for necessary revisions.**

- Review and inform district staff/families on protocols for dealing with sick staff/students
- Board policy 5460 & 5200 on attendance and graduation requirements will not be amended at this time.
- Any deviations or modifications in this policy as the result of a pandemic, will be decided at that time.
- The teachers handbook, contracted support staff handbook and food service

handbooks all spell out district policy regarding sick days, Board policy 1461, 3161, 3430, 3430.01, 4161, 4430, 430.01 on Unrequested Leaves of Absence/Fitness for Duty, Leaves of Absence, and FMLA (Family Medical Leave Act), personal days and vacation days.

- **The Board's policy committee is encouraged to consider a more liberal approach during a time of a pandemic.**

**5. Identify and purchase resources for immediate and long-term use (Examples: hand sanitizers, first aid kits, masks, etc.)** See bullets below:

- Foam hand sanitizers, liquid hand sanitizers should be available in all classroom and teachers lounge settings. Special attention/priority should be given to LMCs and shared computer stations.
- Elementary school students are asked to bring disinfecting / sanitizer wipes for cleaning their desk and other surfaces. (This is on their supply list, along with other supplies such as tissues.)
- Daily cleaning is required for daycare centers by the state. Teachers or parent volunteers can be utilized to make sure this cleaning/sanitizing occurs.
- The district nurse will make sure that appropriate medical supplies, such as gloves, masks, first aid kits are available and stocked in each building. Staff may use PPE (Personal Protective Equipment) as appropriate.
- Custodians will stockpile gloves and appropriate cleaning/sanitizing products, including hand soap, in their buildings.
- The Athletic Director and Director of Building and Grounds, will make sure that wrestling mats are properly cleaned and sanitized after each use with a chlorinated disinfecting solution, which contains a bleach alternative and kills germs, bacteria, and viruses.

**6. Review cleaning policies, practices and supplies for revisions and needed staff development.**

- Reference B&G Daily Procedures/Summer Cleaning Instructions and Mixing Schedule
- Review Rock County Department of Public Health and United States Department of Agriculture food service procedures for food sanitation and safety and include in HACCP plan.
- Director of Buildings and Grounds provides RCDPH and USDA instructions to building custodians and updates periodically as appropriate.
- Director of Nutrition Services maintains and updates the district's HACCP plan.
- Athletic Director will oversee the daily cleaning of wrestling mats and other activity equipment.



**7. Identify policies and procedures that need to be in place or need to be revised (e.g. sick leave, sick leave bank).**

- Investigate waiver for unexcused absences being made excused and allow for make-up work.
- Review Declared Emergency Leave policy to include several provisions on suspending reporting of leave for staff and waiving leave requirements. When feasible, assign administrative staff to work from home.
- Review and incorporate health department policies for students and staff regarding procedures to be followed for returning from illness.
- Lobby state and legislature for days missed and procedures for holding absences harmless.
- The teachers handbook, contracted support staff handbook and food service handbooks all spell out district policy regarding sick days, Board policy 1461, 3161, 3430, 3430.01, 4161, 4430, 430.01 on Unrequested Leaves of Absence/Fitness for Duty, Leaves of Absence, and FMLA (Family Medical Leave Act), personal days and vacation days.
- ***The Board's policy committee is encouraged to consider a more liberal approach during a time of a pandemic.***

**8. Develop and print hand washing and influenza (or concerning virus) screening posters for school and department use.**

Available from CDC, RCDPH, WiDPH - Ensure signs are posted appropriate to age level and language needs in schools and departments.

**9. Develop and disseminate information on awareness of concerning virus (i.e. influenza), general precautions and pandemic preparation. Include publishing/broadcast schedules for schools, social media and media.**

**10. Establish link on district web site to:**

[www.pandemicflu.gov](http://www.pandemicflu.gov),

[www.redcross.org](http://www.redcross.org),

<https://www.co.rock.wi.us/publichealth>

**11. Establish an Incident Command System (ICS) for a pandemic outbreak identifying appropriate personnel and chain of command in case of illness.**

- The district's ICS is established in the crisis management plan. Central office

serves as the base location for ICS.

- Should central office be unusable, the alternate command centers are as follows:
  - First-Milton High School Office
  - Second, Rock County Emergency Government Office
  - Third, Edgerton Fire Department ICS.
- The superintendent communicates to the Board of Education and to all administrators.
- Administrators communicate to their building's staff, and then staff communicates to parents and students directly as appropriate. Communications coordinator will send messaging using Skyward / School Messenger / Social Media as appropriate for the situation.
- The Superintendent and/or the Communications/Safety Coordinator communicate to the media.

**12. Set up a contact list and update regularly.**

- Crisis Management Plan - Chain of Command contact list.
- Resources Contact list (Psychologists).

**13. Establish a communication process to initiate the pandemic plan, that includes recovery information, to be triggered by notification by the Rock County Health Department of significant incident(s).**

- Rock County Health Department notifies district nurse, superintendent, Director of Student Services and Safety Coordinator to initiate plan. If the superintendent is absent, the responsibility falls on the next in line as stated in CCMP.
- District and building phone trees will be implemented to communicate with all stakeholders.
- Utilize Skyward and School Messenger as necessary for automated emails/robo calls to staff and families.

**14. Identify information to be translated for written and broadcast use at school and throughout district.**

- Ensure language, culture, and reading level appropriateness in communications by referencing different language and/or ethnic groups.
- Numerous communications to students, parents and staff have been pre-drafted. They include letters to parents regarding prevention, preparation, initial outbreak with schools remaining open, expanded outbreak, urging ill children to stay home, tips for parents on coping with pandemic, press releases, key messages for school officials, school closure ordered, and schools reopen.

- Ensure that these messages have been translated into other languages, such as Spanish to ensure all district staff and families receive accurate, timely communication.

**15. Collaborate with Rock County Department of Public Health for public service announcements and updates for broadcast to schools and media outlets.**

**16. Establish inservice for district administrators and all staff for plan review and ongoing updates.**

**17. Develop a continuity of operations plan for essential Central Office functions, including payroll.**

- District has established a plan for daily backups of data. Those backups are taken off site each day for protection.
- In the event of Central Office closure, Harmony Elementary School technology will be utilized.
- District's business office staff (i.e. payroll, benefits, substitute calling, accounts payable and bookkeeping) have prepared a detailed manual of critical job functions that can be utilized should a pandemic cause those key personnel to be absent from their offices, needed to continue business office functions, should a pandemic occur and key staff in their buildings are absent.
  - Key data includes such items as time sheets, requisitions, invoices, sub tracking, time off, activity accounting, budget development & management, audit information, fixed assets, etc.

**18. Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.**

- Develop Schedule for Website / Social Media / Press Releases / Hotlines if applicable for communicating pandemic status and actions to school district staff, students, and families.
- Produce parent letter from Superintendent and District Nurse with general influenza precautions for start of school packets.
- Develop and maintain up to date communications contacts of key public health and education stakeholders and use the media, social media and website to provide regular updates as the influenza pandemic unfolds.
- Test District's communications vehicles periodically in advance of a crisis or pandemic.
  - District and building telephone trees have been in place for some time and

- are updated as personnel or numbers change. \*
- School closures or delays communications with staff and the media are updated annually.
- Sample parent letters are attached.
- District emergency contacts and resource lists are updated periodically.
- The district has several communication vehicles in place.
  - Each building administrator has a cell phone, as well as the maintenance, technology, and nutrition department heads.
    - This may be problematic if satellite disruptions occur.
  - Two-way radios have also been secured as a backup communication between buildings.
  - The district has established contacts at local radio stations and TV stations for announcements concerning the district programs and activities.
  - The district's network provides for phone, email communications, and web access. The internet provider is pretty reliable for a moderate to severe pandemic.
  - The district can also use building marquees, electronic billboards, monthly newsletters, and local newspapers, such as The Milton Courier.
  - School Messenger is able to send multiple robocalls, pre-recorded calls and text messages within a very short amount of time.

## WORKING WITH THE SCHOOL COMMUNITY

Be direct, be clear, be accurate. Do NOT be an alarmist. Show confidence in the district's plan by taking a calm, planned approach.

### **1. Coordinate with other district crisis management plans (i.e. declared emergency committees and mental health staff.)**

- The district has established a reciprocal agreement with surrounding school districts (Clinton, Edgerton, Fort Atkinson, and Janesville). This agreement allows for emergency usage of programming/classroom space in specified buildings.
- Psychologists have assembled a resource contact list.

### **2. Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.**

- Develop and test platforms (phone trees, websites, social media, and local radio

or TV stations) for communicating pandemic status and actions to school district staff, students, and families.

- Provide parent letter and Q & A on the concerning virus and the District's plan.
- Develop and maintain up to date communications contacts of key public health and education stakeholders and use to provide regular updates as the pandemic unfolds.
- Use CCMP to review Chain of Command and communication responsibilities.

### **3. Develop and distribute communications information on prevention of precautionary measures for germs and infectious disease, for school, parent, student, and community use.**

- Develop FAQ for school use and for website.
- Collaborate with Rock County Health Department to develop public service announcements and informational sessions for broadcast.
- District web page will have links to web based resources for information on how to mitigate the transfer of a pandemic virus.
- District Nurse/Safety Coordinator ensure placement/dissemination to staff, students and families on prevention of spread of concerning virus.
- District to place information in newsletters, Milton Courier, on marquees, electronic bulletin boards and use PSAs.
- Various curriculum and hands-on demonstrations (situational curriculum) are taught to students K-6 on prevention and good hygiene practices.
- Investigate creating vaccination clinics should a vaccine be available for virus of concern.

### **4. Establish redundant communication systems/channels that allow for the expedited transmission and receipt of information.**

- Dedicated bridge lines, radios for ICS personnel – align with crisis emergency plans. See Getting Started, #18
- Additionally, the use of podcasting and social media may be utilized for transmission of communications.

### **5. Inform relevant groups about the district's pandemic plan and what they can do to help.**

- Prepare video (?) on the District's pandemic plan and show this presentation to the Board of Education, staff, PTOs, civic and religious groups in the District.
- Employ vehicles as needed to address any fear in the organization over this issue.
- Inservice all Food/Nutrition Service employees on the HACCP plan.

- Inservice all staff on District's pandemic plan. Web Based training?
- School nurse's phone number will be published for fielding staff and parental questions.
- FAQ on pandemics will be placed on the District's web site.
- District will post up to date information on its web site.

**6. Provide posters, with translated versions, for hand washing, general influenza precautions and screening to schools and departments.**

See CDC, WHO, RCDPH, WDPH for available content

**7. Direct schools to have soap in restroom dispensers and paper towels available at all times.**

Building custodians are responsible to make sure these items are always out and available.

**8. Provide information to School Board members, including planning documents and actions to date.**

**9. Clarify the school district's role in local response plans via the Rock County Health Department.**

- Rock County Department of Public Health Supervising nurse will communicate response level needed to the superintendent, safety coordinator and district nurse as information becomes available. The District supports the efforts of the Rock County Health Department.
- Cancellation of co-curricular and extra-curricular activities, during a pandemic, will be determined by the Rock County Health Department (public health), based on the Pandemic Severity Index, in conjunction with the Administration and Board of Education.

# Planning for Continuing Educational Opportunities for Students and Addressing Workforce Needs

## **1. Develop scenarios describing the potential impact of a pandemic event on student learning (e.g. student and staff absences), school closings, extracurricular activities, and plan for continuing educational opportunities.**

- Plan for any special needs for students who rely on the school food program.
- Plan for continuation of learning using e-learning, distance learning, etc.
  - Various methods of instructional delivery are available to staff at all levels in the district. They include podcasting, Family Access, email, snail mail,, virtual schools, substitutes, student teachers, parent or other volunteers, retirees, temps, older to younger children, class reorganization for social distancing, etc.
  - Director of Curriculum and Director of Technology and Innovation have a template in place for “virtual learning” should needs arise to close schools.
  - Based on federal law, if highly qualified teachers are not used during this time, due to their shortage, the district is required to notify parents, DPI and U.S. Department of Education of this event and tell them why the district is using the personnel it is. The methods used will be different at each level to accommodate different age groups.
  - The administrative team has developed a decision tree to help guide the District should a pandemic occur that requires continued instruction or rescheduling of instruction.
- Determine any potential waivers needed for district or state policies and requirements.
- When schools are closed due to a pandemic and instruction is provided to any group of students, students with IEP's must also have instruction.
  - It is necessary to convene an IEP team to address how the specific instructional needs of those students will be addressed during the school closure or when limited staff are available.
    - Students with IEP's will have equal access to educational opportunities and access to assistive technology, with barrier free web site access.
    - Coordinate with the Tech department if staff is aware of a student's limitations to reliable internet access.
  - District social workers will coordinate with Milton Food Pantry and One

Apple Lunch Bunch programs to determine families in need of nutrition/necessities assistance during the closure.

- If a family in need has been placed under home quarantine/isolation, district social workers will work with the Food Pantry/Lunch Bunch to coordinate a delivery of food to their residence.
- With schools closed and no access to the nutritional program, families not under quarantine/isolation orders will be directed to the Milton Food Pantry / Lunch Bunch. District social workers will communicate this to those families affected.
- Graduation requirements policy will be addressed by the Board of Education at the time a pandemic occurs to determine if waivers are needed.
- If schools are closed and state and federal testing requirements are delayed, the district administration must notify the U.S. Department of Education.
- Students will be allowed to make up their work after a pandemic, based on hours missed.

**2. Identify plan for moving students from one area of a school to another (isolation of sick students until pick up) and for moving well students from one school to another, if necessary.**

- Students who become ill at school will be quarantined, either outside the building, if weather permits and a supervisor is available, or in a separate room away from other students and staff. Administrators need to designate separate room at each school should the emergency arise. (The gym is a likely, and appropriate option available at each school)
- Parents/guardians are the first choice transporters of ill students. Using Skyward, determine who is first and second emergency contact to pick up sick child/staff.
  - If no contact is made or emergency contact states they are unable to pick up the child, alternative methods to quarantine/remove the child from the building must be discussed.
  - We cannot release a child to go home under a pandemic scenario without knowing a responsible guardian is able to care for the child upon their release from school.
  - Under certain circumstances (i.e. measles) a child cannot stay in the school as they are highly contagious and pose a very real threat to our staff/students. The district may have to consult with guardians and local health officials to determine the best option to remove the child should the emergency contacts be unable to pick up the child immediately.
    - Strongly recommend the mental/psychological health of the child be



considered in this situation.

- Perhaps a staff member (known and trusted by student/family) would volunteer to stay with the child during transport until the guardian is able to be with the student.
- Social distancing of at least three (3) feet between students will be implemented. This may require the movement of desks, tables, chairs and/or reorganization of classes and instructional times.

### **3. Consider workforce needs.**

- Plan for reduced staff availability
  - Consider staggered school times\*
  - Changes in bussing\*
  - Telecommuting (Administration will determine which staff may be able to work from home, given their job responsibilities.)
- Establish an order for certified staff to provide coverage at the building level.
- Contact Teachers on Call at 1-800-713-4439 for any substitute teacher/aide lists, questions or concerns. Matt Trujillo is the Districts client services specialist with
- TOC and his direct number is 1-952-346-1653. Administration will assess needs and reassign staff to provide continuing instruction. This includes the use of specials, i.e. music, art and physical education instructors.
  - See Getting Started, #1.
  - See Planning for Continuing Educational Opportunities for Students and Addressing Work Force Needs, #1.

\*Examine the impact of double sessions and staggered times on bussing. Provide plan needed for sharing resources and staff to the district (from building principals).

\*Classes may be divided between different rooms or be conducted in half-day sessions.

\*District may want to secure a nursing substitute and/or access an RN through the district's agreement with Beloit. \*

# Level Two - ALERT

(Take Precautions and Prepare)

**Trigger:** The World Health Organization or Center for Disease Control (CDC) reports a case of human-to-human transmission of concerning virus within the United States, but not in Wisconsin.

**Goals:** Awareness and precautionary measures in schools, departments and District community.

## PREPAREDNESS

### 1. Review pandemic plan for full implementation, checking for up to date information on the District's website.

- Keep all contact information current.
- Provide ongoing briefings to key staff on roles and responsibilities.
- Follow identified precautionary measures.
- Identify an isolation room with supplies from the district first aid kit.
- See CCMP contact and resource lists
- Provide updates to the Administrative team as known.
- Place updates on the District's website.
- Pandemic Planning Committee will meet annually to revise the plan.
- Each building will use an isolation room and make sure it is supplied with a First Aid kit.

### 2. Keep relevant groups informed.

Parent groups should be provided with information for Level 2.

### 3. Institute increased disinfectant processes by custodial/cleaning staff. See Getting Started, #6, and #2

# Level Three - STANDBY

## (Initiate Surveillance and Heightened Awareness)

**Trigger:** Rock County Health Department notifies district contact warning of suspected cases(s) of concerning virus within the State of Wisconsin.

**Goals:** Initiate surveillance of staff, students and other school visitors and personnel to assist the Rock County Health Department in close monitoring of symptoms and incidents. Initiate use of level Three Influenza Planning Flowchart.

### INITIATE SURVEILLANCE AND HEIGHTENED AWARENESS

Surveillance refers to identifying and reporting to Rock County Health Department concerning symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern.

#### **1. Maintain links with relevant agencies and community support networks.**

- District administration and pandemic planning committee members will continue to monitor, collect and share updates.
- Updates on pandemic related issues will be posted on the District's web site.
- Rock County Health Department will stay in communication with the District's contact.

#### **2. Review pandemic plan**

- Check to ensure staff and student contact details are correct.
- Brief staff on roles and responsibilities, including isolation of students/staff per Level Three Influenza Planning Flowchart.
- Pandemic planning committee reviews the plan annually and makes revisions as needed.
- Annually inservice staff on pandemic plan.
- Annually schedule a tabletop exercise with the Administrative Team to determine areas of weakness and provide refresher of plan components, roles and responsibilities of staff.
- Building principals and secretaries update student contact information.

- Central office staff update staff contact information as provided.

**3. Keep relevant groups informed through briefings, district conferences, emails, newsletters, and web sites.** See Initiate Surveillance and Heightened Awareness, #2,

- Technology department will keep the District's web site updated on pandemic issues.
- Building principals will include pertinent information in newsletters as provided by District administration or Rock County Health Department.
- List of pandemic virus symptoms will be given to school secretaries and sent home to parents. Send paper copies home with students. Email copies through Skyward.

**4. Remind staff, students and parents about:**

- The difference between symptoms of common cold and influenza.
- The importance of good hygiene practices.
- The importance of staying home when sick.
- The gravity of the pandemic through scenarios/stories (include lessons/challenges from other nations or areas experiencing pandemic)
- Pandemic virus symptoms recognition to be communicated to all staff by district nurse.

**5. Monitor recent domestic and international travel of staff, students and parents (as far as possible); superintendent approval required for all travel.**

- Based on the Pandemic Severity Index, travel may be restricted or suspended.
- Rock County Health Department will continue to communicate with District contact regarding the current index rating for appropriate determination by District administration relative to travel.
- Administrators should monitor domestic or international travel of staff, student and families, to extent possible, by noting when someone indicates they are traveling.

**6. Confirm school's role in local response plans with Rock County Health Department.**

Rock County Health Department will work closely with district superintendent and district nurse to reinforce roles in the response plan.

## INITIATE RESPONSE PLAN

### **1. Maintain contact with Rock County Health Department, DPI, Food and Nutrition Services, and the United States Department of Agriculture.**

District contact to keep lines of communication open and flowing with Rock County Health Department and appropriate State and Federal Departments.

### **2. Make preparations for possible school closure**

- Make preparation for securing premises.
- Do not close schools without specific direction from the Rock County Health Department, Superintendent and Board of Education.
- Rock County Health Department will direct the closing of schools. This information will be communicated to the superintendent and communications coordinator, who will share it with the Board of Education, parents, staff, students, media, etc.

**3. Keep relevant groups informed through briefings, conferences, emails, newsletters and websites.** Communications to continue to all stakeholders from District administrators.

### **4. Prepare staff and student contact lists for Rock County Health Department in case of school closure. (From Skyward)**

Rock County Health Department may require information urgently to trace contacts of infected people. Make it clear that contact details will only be used for the purpose of pandemic management.

- Identify two emergency contacts for each student.
- Prepare staff home contact details - staff to indicate if willing to be a volunteer.
- District needs to update it's emergency contact information for students. This is being requested at annual registration and will be followed up by the school nurse thereafter.
- District will secure/update emergency contact information on all staff and, by questionnaire, secure the names of those staff members who would be willing to volunteer.

### **5. Potentially Cancel all staff travel plans (domestic and international).**

- Follow all Rock County Health Department guidance. Review travel of staff who work between areas or schools.
- District superintendent will inform staff when travel has been suspended, based on the Pandemic Severity Index and Rock County Health Department's communication.

#### **6. Take care of staff and students showing symptoms of concern.**

- Monitor staff and students with greater scrutiny and immediately report to district nurse an increased number of illnesses.
- District nurse will report to the Rock County Health Department increased illnesses among students and staff.
- List of symptoms will be given to building admins by district nurse.
- Staff will be provided assessment skills through district nurse communications.
- See also Planning for Continuing Educational Opportunities for Students and Addressing Workforce Needs, #2.

#### **7. Institute rigorous cleaning policies and practices to reduce the spread of viruses.**

Administrators and district nurse will ask for *all* surfaces in all buildings to be cleaned and disinfected, including classroom manipulatives.

- District nurse may advise disposal of some items that cannot be truly disinfected/cleaned.
  - Examples include crayons, pencils, fidgets, toys.
  - Reminder: We can always replace crayons, etc. It is not worth keeping if they potentially carry an infectious disease.
  - If in doubt, consult Rock County Health Department
- High level cleaning/disinfection may result in the need to call in second shift custodians during the day.
- Consult with transportation company to incorporate disinfection procedures on school busses.

# Level 4 - CLOSING SCHOOLS

## **1. Close school(s) as directed by the Rock County Health Department, superintendent and Board of Education.**

- In instances where only one school is closed, provide notice to parents if another location will be available for students who are not sick.
  - MECAS - if high school is closed, MECAS is closed. If the district is closed, this includes MECAS.
- Notify transportation of initiation of alternative location(s), if any.

## **2. Provide previously identified educational opportunities to home bound students.**

- Reference Administrative Planning Steps.
- Use of alternative instructional approaches based on appropriateness for grade level will be decided at time of school closure.
  - These approaches include but are not limited to email, internet, distance learning, podcasting, etc.
  - Consideration of rescheduling of classes/alternate calendar during summer months will be made and administration will notify DPI and the U.S. Department of Education as appropriate.

## **3. Secure premises.**

- Building personnel are responsible for locking doors.
- Police department will check premises routinely to verify schools are not open or being used.

## **4. Post notices of closure on entry points and main buildings.**

- Building personnel are responsible for posting notice of closure on all exterior doors.
- Place "Notice of Building Closure" signs

## **5. Keep relevant groups informed through briefings, conferences, emails, newsletters, website and social media.**

- Superintendent will communicate or (direct communication through Communications/Safety Coordinator) to administrators, the Board of Education, staff, parents, students, community at large, via various means, as to the status

of the schools being closed and/or remaining closed.

- Superintendent and district nurse will maintain communications with Rock County Health Department.
- Grants can be drawn from, but only to the extent grant activities can be carried out.
- Goal to establish agreement with other districts / LEAs to perform grant functions, if necessary. \*Goal to establish grant backup plans in 2009. Modifications in grants may be requested (one time up to one year).

**6. Collaborate with local agencies in making school facilities available in local response efforts, as previously identified.**

- District has an agreement with the Rock County Health Department to utilize the Milton High School as a clinic site in the event of an emergency to distribute medication, supplies or equipment to county residents.
  - District provides tables and chairs.
  - District has an agreement with the Red Cross to utilize the Milton High School, Milton Middle School and Northside Intermediate School facilities as a shelter or temporary refuge for disaster victims.
  - District provides access to bathrooms, showers, and kitchen facilities (with staff member present)
  - Priority use of all district buildings is for instructional (PK-12) purposes.
- This agreement presents extra considerations to cleaning / disinfecting processes. Investigate if responsibility for this falls on district or on the Red Cross.

**7. Pandemics are like waves. They wash over a community and they can recur within weeks. Be prepared to re-initiate procedures as needed. Ultimate guidance must come from the Rock County Health Department.** Reference Administrative Planning Steps.



# Level Five - RECOVERY

## (Reopening of Schools)

**Trigger:** Rock County Health Department notifies district nurse and superintendent that the pandemic has been abated in Rock County and schools can be reopened.

**Goals:** Schools/departments ensure continuing well being of staff and students, and education services are fully restored, recognizing possible work force reduction impact.

## GETTING BACK TO BUSINESS AS USUAL

**1A. Assess capacity of staff to resume normal school operations; determine staffing needs based on returning student population; provide appropriate staff coverage as necessary.**

The Following Discussions must take place before any decision to reopen is made:

- District administration will survey day care providers to determine if they will be open prior to making the decision to reopen.
- District administrators will contact bus transportation provider to determine if there are enough drivers to run routes for the reopening of schools, prior to making a decision to reopen.
- Food and Nutritional Services director will determine if there are enough food supplies to serve lunches, prior to the decision to reopen schools.
- Custodial and maintenance staff and other building staff will assess if there are enough supplies (operating and cleaning) available to resume classes.
- Superintendent will contact emergency responders to see if services are available for schools to reopen.

All of this information will be shared with the superintendent, district nurse and administrative team before the decision to reopen is made. There must be a general consensus among the administration team to open. Decisions can be made no sooner

than 48 hours prior to school reopening.

Next Steps:

- MECAS administrator will communicate with consortium members when decision has been made to reopen.
- Use plans for “clustering” of students to meet staffing needs and numbers of students returning, as appropriate.
  - Continued use of student separation (3 feet of space between) may be advisable and permissible based on student/staff comfort.
  - Reference Administrative Planning Steps.
- Communication to students, families, and stakeholders that the school will reopen must go out at least 48 hours before the first “back to school day” commences.
- Building administrators and superintendent will record messages to be played for students upon return to school. Advise students of the current situation, what steps have been taken to ensure their health and well-being going forward.

## **1B. SCHOOL REOPENING PROCEDURE**

- Students returning to school will wait outside the building before school starts and then will report to their first hour classrooms, when the first bell sounds.
  - Waiting outside limits the spread of the disease much more than being indoors, in close proximity with one another.
  - In case of inclement weather, students must wait on the bus or in the vehicle before the bell rings.
  - In the unlikely, but possible scenario, that a child has been made to walk to school in inclement weather, that child may wait in the gymnasium under staff supervision.
- Once in the classroom, should any teacher believe a student is not well or exhibiting concerning symptoms, the teacher should ask the student to be evaluated by the district nurse in the main office or designated quarantine room.
  - A standard communication, prior to this event, will let parents/guardians know of the possibility of having their child sent home, as a result of this assessment.
  - Maintaining social distancing of at least three (3) feet is advisable and permissible.
  - Tap into other resources as needed, i.e. substitutes, temps, student teachers, retirees, volunteers, etc.

- See Planning for Continuing Educational Opportunities for Students and Addressing Work Force Needs, #1,
- Teachers may view Schoology or Family Access to determine whether students have met curriculum standards for promotion to the next grade, if this event were to occur near the end of the school year.

**2. Clean, disinfect affected areas, including school busses and remote locations.**

- Administrators / district nurse will request custodial staff to clean and disinfect all surfaces in buildings.
- Superintendent or district nurse will request bus transportation provider to clean and disinfect interior surfaces of all busses, including seats, windows, doors, bars, etc.
- District Nurse, in conjunction with the Director of Building and Grounds and building administrators, will verify that facilities have been properly cleaned.

**3. Arrange debrief of pandemic event for staff and students, if appropriate.**

- Reassure parents / staff that the school environment is safe and has been inspected for proper cleaning / disinfection to resume operations.
- Let parents know a request was made to transportation company to disinfect busses.
- Administrative team will meet to review and ensure above steps were taken.
- Staff will receive communications, through activated phone trees, indicating what steps have been taken by administration.
- IEP teams will convene to review the progress of students and adjust IEP programming as needed.
- Students will be appraised of steps taken through a recorded announcement from building principals / superintendent.

**4. Mobilize the crisis team to address mental health needs, including additional recovery material for the provision of psychological-emotional support for students, staff and families, and safe place for counseling.**

- Support and monitor the well being of staff and students,
- Provide resource contacts to address the needs of district employees and their dependent family members.
- Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress.
- Work with family counseling centers to provide long-term mental/physical health support/intervention in collaboration with community resources.

- Staff will assist other staff or students when signs of stress or mental/physical health are evident.
- School psychologists will provide educational materials when needed.
- District staff may volunteer to help in the community after their district duties have been performed.

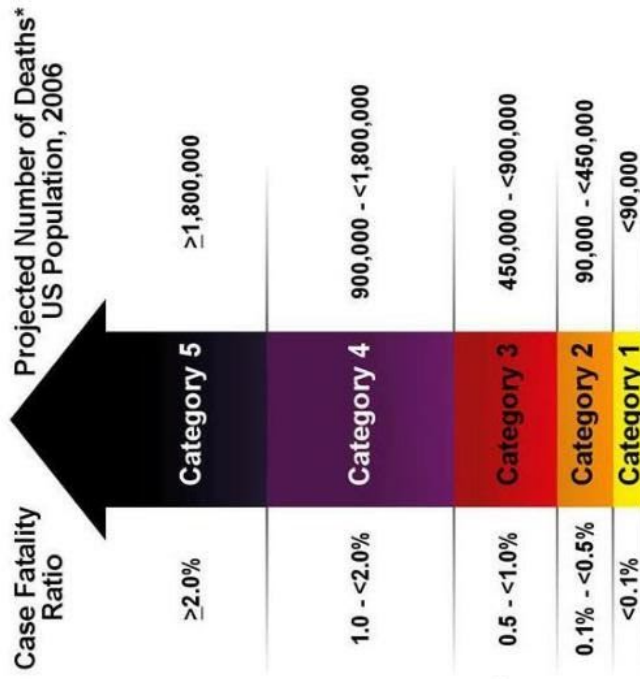
**5. Keep relevant groups informed through briefings, emails, newsletters and web sites using the developed recovery communications.**

- Technology will update the district's website.
- Building administrators will include updated information in newsletters, announcements, etc.
- Should food shortages exist and no lunch is available at the schools, parents will be informed that their child should bring his/her own lunch to school.

**6. Evaluate the success of the pandemic plan and make adjustments.**

- The pandemic planning committee will meet annually to review plan, determine areas of weakness for modification, add updates received, etc.
- Pandemic planning committee members will make note of updates, concerns, and issues throughout the year and bring them to the annual review meeting for the committee to address.
- Administrative team and department heads will review how the plan functioned and make recommendations for modification, as necessary.
- Director of Student Services / Communications & Safety Coordinator will check for pandemic grant fund availability after a pandemic has occurred (<http://www.ed.gov>).
- Staff satisfaction surveys may be used after a pandemic to assess needs and problematic issues, i.e. what went wrong, etc.

# The Pandemic Severity Index (PSI)



\*Assumes 30% illness rate and unmitigated pandemic without interventions

- Severity of 20<sup>th</sup> century pandemics differed
- Threats to essential services and security differ by severity
- PSI offers a way to characterize pandemics based on their case-fatality rate

# Pandemic Severity Index

Characteristics	Pandemic Severity Index				
	Category 1	Category 2	Category 3	Category 4	Category 5
Case Fatality Ratio (percentage)	<0.1	0.1 - <0.5	0.5 - <1.0	1.0 - <2.0	≥ 2.0
Excess Death Rate (per 100,000)	<30	30 - <150	150 - <300	300 - <600	≥600
Illness Rate (percentage of the population)	20 - 40	20 - 40	20 - 40	20 - 40	20 - 40
Potential Number of Deaths (based on 2006 U.S. population)	<90,000	90,000- <450,000	450,000- <900,000	900,000- <1.8 million	≥1.8 million
20 <sup>th</sup> Century U.S. Experience	Seasonal Influenza (Illness rate 5-20%)	1957, 1968 Pandemic	None	None	1918 Pandemic

Source: [pandemicflu.gov](http://pandemicflu.gov)

Pandemic Severity Index	WHO Phase 6, U.S. Government Stage 3	WHO Phase 6, U.S. Government Stage 4, and first human case in United States	WHO Phase 6, U.S. Government Stage 5, and first laboratory-confirmed cluster in State or region
1	Alert	Standby	Activate
2 and 3	Alert	Standby	Activate
4 and 5	Standby	Standby/Activate	Activate

Source: Decision Support for Pandemic Planning for the State of Wisconsin, Wisconsin Department of Health and Family Services, 2007.

# Interventions by Setting - Pandemic Severity Index

Interventions by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
<b>Workplace/Community Adult social distancing</b>			
Decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	Generally not recommend	Consider	Recommend
Increase distance between persons (e.g., reduce density in public transit, workplace)	Generally not recommend	Consider	Recommend
Modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)	Generally not recommend	Consider	Recommend
Modify workplace schedules and practices (e.g., telework, staggered shifts)	Generally not recommend	Consider	Recommend